



NOTICE AND ACKNOWLEDGEMENT OF WAGE RATE(S) FOR TEMPORARY STAFFING FIRMS

Hire Notice	
<input type="checkbox"/> Initial Interview <input type="checkbox"/> At Hire <input type="checkbox"/> Range of Dates able to work: ____/____/____ to ____/____/____	
Section 1	
Temporary Staffing Agency	Client of Temporary Staffing Agency (The hire's assignment location of employment)
Company Name: _____	Name of Client: _____
DBA: _____	DBA: _____
Permanent Address: _____	Physical Address: _____
Street Line 2: _____	Street Line 2: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Mailing Address: <input type="checkbox"/> Same as Permanent Address	

Street Line 2: _____	
City: _____ State: _____ Zip Code: _____	
Phone: (____) _____ - _____	
	Employee
	Employer Name: _____
	DBA: _____
	Physical Address: _____
	Street Line 2: _____
	City: _____ State: _____ Zip Code: _____
Preparer	
Preparer's Name: _____	Preparer's Title: _____
Preparer's Signature: _____	Signature Date: _____
*Required under the hospitality industry wage order	
Section 2	
Assignment Particulars	
Anticipated length of the assignment: _____ - _____	Legal entity responsible for Workers' Compensation should the employee be injured on the job: _____
Training or Safety equipment required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is obligated to provide and pay for equipment?	
Section 3	
The Department of Employment Services, specifically the Office of Wage-Hour (OWH) is to be contacted the as that office is the designated enforcement agency for the concerns about safety, wage and hour, or discrimination. The OWH can be contacted at 202-671-1880 or via e-mail at owh.ask@dc.gov . The office is located at 4058 Minnesota Avenue, NE, Suite 4300 Washington, D.C. 20019. The office is open Monday –Thursday 8:30-4:30 and Friday 9:30-4:30	

Section 4

Pay Frequency, Payday, Pay Range

Pay Frequency: _____ Designated Pay Day: _____ Range of Potential Hourly Wages: _____ - _____
(Weekly, bi-weekly, (Day of week when wages
semi-monthly, monthly, etc) are payable/available)

*If a fixed, designated payday has not been established at the time of the initial interview or hire, the temporary firm shall inform the employee that the payday may vary depending upon the usual practice at the assignment.

Section 5

☐ Hourly

☐ Multiple Hourly Rates (for each type of work or shift)

Rate of Pay: _____ per hour

Overtime Rate of Pay* _____ per hour

Rate of Pay: _____ per hour for _____

Rate of Pay: _____ per hour for _____

Rate of Pay: _____ per hour for _____

*Overtime must be at least 1 ½ times the weighted average of the multiple rates of pay for the week, with few exceptions. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week, depending on how many hours you worked at each rate of pay. The overtime rate may vary from week to week.

Section 6

☐ Weekly or Salary for a Fixed Number of Hours (40 or fewer per week)

☐ Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate of Other Non-Hourly Pay

Rate of Pay: _____ per _____

Overtime Rate of Pay*: _____ per hour

Weekly Hours _____ (Specify the number of hours for which the weekly rate of salary will be paid.)

Rate of Pay: _____

Per _____ (Specify the basis for the rate paid – salary for varying hours, day rate, etc.)

Section 7

Employee Acknowledgement: By signing below, I acknowledge that I have received the foregoing information regarding my pay and my Employer. I told my employer what my primary language is:

Check one:

English

☐ I have been given this pay notice in English.

Other Please State

☐ _____. I have been given this pay notice in English only, because Office of Wage-Hour does not yet offer a pay notice form in my primary language.

Employee's Signature: _____ Date ____/____/____



The Department of Employment Services provides templates for several common types of pay agreements including dual language notices and acknowledgements in English and Spanish. If any other languages are needed, please contact the Office of Wage Hour at 202-671-1880. Employers may create their notices, use or adapt the notice provided by The Department of Employment Services, as long as:

- The required information appears in English and the employee's primary language
- The employee receives a copy
- The employee signs an acknowledgment of receipt, and identifies their primary language to the employer
- The employer keeps a copy of the notice and acknowledgement form

The Instructional Guide of how to complete this notice is found below:

Instructional Guide

Hire Notice Given

Indicate the reason the form is being provided to the employee.

Note: Under the Wage Theft Prevention Amendment Act of 2014 (WTPAA), only pay decreases are required to have prior written notice and acknowledgement.

Section 1

Employer and Employee

Complete all fields; most importantly, the location and name of the client employer and the temporary staffing firm.

Preparer

Note: Hospitality industry employer (e.g. restaurants and hotels) as defined under the hospitality wage must also sign the form.

Section 2

Assignment Particulars

Complete all fields

Section 3

According to WTPAA, information about how to contact the designated enforcement agency for concerns about safety, wage and hour, or discrimination are to be on this notice.

Section 4

Pay Frequency , Pay Day and Pay Range

According to WTPAA, if a specific rate of pay has not been determined at the time of the interview or hire, a temporary staffing firm shall provide the employee with a range of potential wages the employee will likely earn based upon the qualification of the employee and the suitability of the assignment.

The range of potential hourly wages may not be excessively broad and must be based on a good-faith estimate of the typical wage earned by similarly qualified employees working at assignments similar to those for which the employee is eligible and likely to be assigned and if a fixed, designated payday has not been established at the time of the initial interview or hire, temporary staffing firm shall inform the employee that the payday may vary depending upon the usual practice at the assignment.

Indicate the frequency (e.g. – weekly, bi-weekly, etc.) for when regularly scheduled wage payments will be paid and also indicate the specific payday.

Note: When a temporary staffing firm assigns an employee to perform work at, or provide services for other another organization, the temporary staffing firm must notify the employee in writing of:

- The specific designated payday for the particular assignment
- The actual rate of pay for the assignment and the benefits, if any, to be provided.

Section 5

Hourly Rate Employees

Complete this section for hourly employees who are not exempt from coverage under the applicable District and Federal overtime provisions. For example, complete this section for an employee whose regular rate of pay is \$10 per hour and overtime rate is \$15.

Multiple Hourly Rate Employees

Complete this section for employees who are paid more than one rate for different types of work or different shifts. For example, complete this section for an employee who is paid \$10 per hour for work as a janitor and \$12 per hour for work as a landscaper, or an employee who is paid one rate for working the day shift and another rate for the night shift.

Section 6

Employees Paid on a Weekly Salary for a Fixed Number of Hours

Complete this section for nonexempt employees who received a weekly rate or a salary for a fixed number of hours (40 or fewer in a workweek).

The employee's regular rate is the weekly rate or salary divided by the number of hours it is intended to compensate

The overtime rate is 1.5 times the regular rate.

Note: Except in very limited circumstances, it is illegal to pay a fixed (unchanging) weekly rate for work weeks that vary over 40 hours. Even where there is a standard work week, there are usually occasions when work hours vary. For this reason, the Department of Employment Services has not provided a template for weekly rates for work weeks of over 40 hours. To avoid overtime violations, the Department strongly recommends that employers pay an hourly rate to overtime eligible employees whose standard workweek is over 40 hours. Employers in the Hospitality Industry may not pay a non-exempt employee a non-hourly rate, except for commissioned salespeople.

Employees Paid a Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate, or Other Non-Hourly Pay

Complete this section for non-exempt employees who are paid a salary for varying hours of work, a daily rate, piece rates, flat rates, or any other pay that is not based on actual hours worked. In each overtime week, the employer must:

- Calculate the regular rate (total regular pay divided by total hours worked)
- Calculate the overtime premium (1/2 the regular rate)
- Multiply the overtime premium by the number of overtime hours and
- Pay the overtime premium in addition to the salary, day rate, piece rate, flat rate, or other pay

Note: Employers in the Hospitality Industry may not pay a non-exempt employee a non-hourly rate, except for commissioned salespeople.

Section 7

Employee Acknowledgement

The employee must acknowledge that they have disclosed their primary language by checking one of the two boxes and that the employee has received the form by signing and dating the form.

Note: Employees have a right to receive this notice in a language other than English but only for those languages for which the District of Columbia Department of Employment Services Office of Wage-Hour has developed its own dual-language notice. Notices will be available from Office of Wage Hour in English and Spanish. If you need the forms translated in other languages please contact our office at 202-671-1880.

If an employee refuses to sign the notice an employer should still give the notice to the employee and note the employee's refusal on its copy of the notice.